



# CSC DOS WEB APP

<b>Agency :</b>	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY   Region II
<b>Place of Assignment :</b>	TESDA - Cagayan Provincial Office, TESDA R2 Complex, Tuguegarao City
<b>Position Title :</b>	TESD Specialist II
<b>Plantilla Number :</b>	TESDAB-TESDS2-138-2017
<b>Salary/Job/Pay Grade :</b>	16
<b>Monthly Salary :</b>	Php 39672
<b>Eligibility :</b>	Career Service (Professional), Second Level Eligibility
<b>Education :</b>	Bachelor's degree relevant to the job
<b>Training :</b>	4 hours of relevant training
<b>Work Experience :</b>	1 year of relevant experience
<b>Competency :</b>	1. Work effectively in vocational education and training; 2. Participate in workplace communication; 3. Work in team environment; 4. Interact with customers. 5. Implement quality standards and procedures; 6. Promote programs and services; and 7. Write basic communications, 8. Utilize IT applications; 9. Gather data; and 10. Maintain database

## Instruction/Remarks :

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 28, 2023.

## Documents:

1. Fully accomplished Personal Data Sheet (PDS with attached Work Experience Sheet) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of authenticated certificate of eligibility/board rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

ARCHIE A. GRANDE, CESO III

### Regional Director

TESDA Region 2, Carig, Tuguegarao City

[tesdadosrecruitment@gmail.com](mailto:tesdadosrecruitment@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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**Posting Date :** 2023-02-15

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**Closing Date :** 2023-02-28